

**PAYROLL CLERK - CONFIDENTIAL**  
**SENIOR PAYROLL CLERK - CONFIDENTIAL**

**Class No. 002492**  
**Class No. 002497**

**DEFINITION:**

To perform the processing of personnel and payroll actions, maintain related records in a confidential manner, provide information to employees regarding compensation and employment; and perform related work.

**DISTINGUISHING CHARACTERISTICS:**

The Payroll Clerk - Confidential series is a specialized clerical series responsible for payroll and personnel transactions/processes involving employees and their benefits. This class is found in the Department of Human Resources. This class series differs from general clerical classes in that the general clerical classes perform a wide variety of typing and record keeping assignments and the Payroll Clerk - Confidential class series is more specialized and deals primarily with payroll and personnel transactions for the Department of Human Resources, all Chief Administrative Office and Deputy Chief Administrative Office staff, and department head and elected officials. The payroll clerk series is distinguished from the accounting clerk series in that the latter is responsible for accounting and statistical functions.

**Payroll Clerk - Confidential:** This is the journey-level. Under general supervision, this class is responsible for making routine and less complex technical decisions and explanations regarding personnel and payroll matters.

**Senior Payroll Clerk - Confidential:** This is a lead worker and/or a first-line supervisor. It is also the highest level class in the payroll clerk – confidential series. Under direction, this class provides technical guidance and leadership to other clerical workers assigned to maintain departmental personnel and payroll records. Senior Payroll Clerks are typically responsible for developing and revising clerical procedures within the unit and for interpreting and carrying out the most complex and difficult payroll work.

**EXAMPLES OF DUTIES:**

Prepares, checks and processes personnel transactions for appointments, promotions, transfers and terminations; maintains and updates personnel files, records and rosters; prepares personnel requisitions for employment eligibility lists; provides authoritative information about employment and pay status and enrolls employees in benefit packages such as life and health insurance, or retirement plans; schedules pre-employment medical and psychological evaluations; calculates costs for salary, benefits, overhead costs, withholding for taxes and deductions; maintains balances of vacation, sick and compensatory leave credits earned; records hours worked, overtime, and leaves of absence; prepares claims for and checks biweekly payroll, mileage, travel and other employee reimbursable expenses; prepares claims adjustments; inputs, retrieves and checks information from computer display terminals; files/reviews accounting reports; orders services and supplies; interprets and explains to others a wide variety of rules, regulations, procedures and forms; maintains records, logs and files; and drafts memos and correspondence.

**Senior Payroll Clerk - Confidential:** All of the duties listed above plus: plans and schedules work assignments; supervises, trains and rates the performance of subordinates; maintains control files of matters in progress and assures deadlines are met; sets up filing and record keeping systems; monitors status of selection interviews in progress and reports results to central personnel office; monitors position control and funding for staffing levels; and applies rates and percentages to gross salary.

## **MINIMUM QUALIFICATIONS:**

**Knowledge Level:** T = Thorough; G = General; -- = Not Applicable  
**Classification Level:** I = Payroll Clerk – Confidential  
II = Senior Payroll Clerk – Confidential

### **Knowledge of:**

<b><u>I</u></b>	<b><u>II</u></b>	
G	T	Personnel and payroll terminology.
G	T	Payroll preparation and accounting methods.
G	T	Related employment regulations and procedures.
G	T	Arithmetic.
--	T	County organization.
--	T	Merit system personnel principles.
--	G	Supervisory principles and theory.

### **Skills and Ability to:**

#### **The following skills and abilities apply to both classes:**

- Check and compare records of data for accuracy.
- Post to and adjust payroll records.
- Refer to schedules, charts and listings.
- Research and compile information.
- Set up and maintain files and cross indices.
- Interpret and follow employment regulations and personnel/payroll manuals and directives.
- Perform arithmetic calculations.
- Effectively communicate in oral and written forms.
- Write neatly and legibly.
- Operate office equipment including typewriters, calculators, computers, and photocopiers.

#### **Senior Payroll Clerk-Confidential (in addition to the above):**

- Provide technical training and guidance to others.
- Supervise and train subordinates.
- Plan and schedule work assignments.
- Establish clerical procedures and record keeping systems.
- Conduct employee performance appraisals.

## **EDUCATION/EXPERIENCE:**

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. Examples of such education/experience combinations are:

### **Payroll Clerk-Confidential:**

1. One (1) year of full-time responsible clerical experience performing payroll, bookkeeping or fiscal activities; OR,
2. Twelve (12) semester units of accredited college or university courses in accounting, business education or related field.

Senior Payroll Clerk-Confidential:

1. Two (2) years of recent experience preparing payroll claims and maintaining personnel records, in a position equivalent to a Payroll Clerk in the County of San Diego; OR,
2. One (1) year in the County of San Diego as a Payroll Clerk.

**Note:** Six (6) semester units of accredited college level accounting or completion of a certificate program in bookkeeping/accounting can be substituted for six (6) months experience.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Working Conditions:**

Incumbents are required to work under very strict timelines.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).